



Minutes

National Open Disclosure Steering Committee Meeting

Held on Tuesday 2nd July 2019 at 11am – 1pm

Location: Boardroom Dargan Building

Attendance	<p>In attendance: Dr. Philip Crowley, Eileen Ruddin, Margaret Brennan, Dr David Vaughan, Mr Cathal O'Keeffe, Anne Marie Kiernan, Martin Dunne, Deirdre Mulligan, Cornelia Stuart, Bernadette O'Reilly, Angela Tysall,</p> <p>Teleconference: Stephen Teap, Greg Price,</p> <p>Apologies: Collette Cowan, Prof Frank Murray, Susan Kent, Mary Samuel.</p> <p>Minutes: Mary Friel</p>		
Apologies	JP Nolan, Colette Cowan, Professor Frank Murray,	Chair	Dr. Philip Crowley
#	Item and discussion	Agreed Action / Decision	Responsible
1	<p>Welcome and Apologies</p> <p>PC welcomed and thanked all members for attending, apologies were noted.</p> <p>No conflict of interest noted</p>		
2	<p>National Open Disclosure Steering Committee Terms of Reference</p> <p>Attendees reviewed and discussed the Terms of Reference (as approved by HSE Directorate Team).</p> <ul style="list-style-type: none"> - Clinical Lead Representative via CCO Dr David Vaughan CHI 	<ul style="list-style-type: none"> • Amend TOR as discussed. • Agreed four meetings per year 	AT
3	<p>National Open Disclosure Office</p> <p>AT provided an update on the current status of the National Open Disclosure office.</p> <ul style="list-style-type: none"> - Governance arrangements for the National OD Office and programme discussed (as per draft Organogram). - Current status re-staffing & recruitment - Consider membership on group from postgraduate training bodies due to impact of programme on doctors 	<ul style="list-style-type: none"> • Organogram to be amended – title & both processes join. • Change DG to CEO, continue Leadership Team reference • Retain Risk Register • OD Programme to remain within Quality Improvement Team for now. • PC to write to colleges to seek nominations 	AT AT PC
4	<p>National Open Disclosure Programme Operational Planning 2019</p> <p>AT provided an update on the current status of the National Open Disclosure Office and provided an update on the annual operational plan including the implementation of the Scally Recommendations</p>	<ul style="list-style-type: none"> • Review operational plan ahead of next meeting. AT to provide updated status report at next meeting • Annual reports will come into the committee then go to CCO. AT to draft annual report template for next meeting. • Performance measurement: Working group with relevant 	All AT AT

		<p>expertise to be established to progress - nominations to be sought.</p> <p>Incorporate OD policy compliance assessment into IMF self - assessment tool</p> <ul style="list-style-type: none"> • Progress leads engagement • Trainer database update for next meeting • Review progress with CCO and post graduate training bodies in advance of next meeting • Engagement with local patient representatives that have experienced open disclosure. • Engage with ONMSD/CNME re role of training institutes in roll out of OD programme 	<p>AT/CS</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>CS/ST</p> <p>AT/DM</p>
5	<p>National Open Disclosure Policy and Guidelines</p> <p>AT provided an update on the launch of revised policy 12th June 2019 and corresponding communications/training schedule.</p> <p>Revision of Guidelines discussed and possibility of the development of a toolkit considered.</p>	<ul style="list-style-type: none"> • D Vaughan to work with AT to develop bundle sample/template 	AT/DV
6	<p>Risk Register</p> <p>Draft Risk Register reviewed. AT provided update- CLA part 4- regulations.</p>	<ul style="list-style-type: none"> • The law – training will present the facts- monitor its use. Continue to support principles of open disclosure • Amend draft risk register as per discussion • Review implementation of Part 4 of the CLA Act at end of September 2019 (1 year post commencement) 	All
7	<p>AOB</p> <p>Confirmed Dates for next meetings – 4th September 2019 10am -12.00 hours 4th December 2019 11am- 13:00 hours</p>	<ul style="list-style-type: none"> • Open Disclosure office to circulate venue for meeting dates 	AT
	<p>Next meeting: Wednesday 4th September 2019 (10am -12.00) Brunel Building, Heuston South Quarter, Dublin 8.</p>		